

**CLASS TITLE: COORDINATOR OF EMPLOYMENT  
AND TRAINING PROGRAMS**

**Class Code: 02588700**  
**Pay Grade: 31A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the coordination of statewide special purpose employment and training programs; to be responsible for the planning development, implementation and evaluation of specific programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction with considerable latitude to exercise independent judgement; work is subject to review to ensure conformance to agency policies, procedures, objectives, rules and regulations.

**SUPERVISION EXERCISED:** As required, plans, organizes and reviews the work of technical and clerical support staff; exercises functional administration of specified employment and training programs.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To direct and coordinate statewide special purpose employment and training programs.

To disseminate instructions, procedures and information pertinent to specific employment programs such as: employer services; Job Training Partnership Act (JTPA); counseling; services to the handicapped, veteran, minorities, claimants, disadvantaged, rural residents, migrant and seasonal farm workers, youth, and older workers; the National Job Bank; occupational analysis; industrial services; or other programs designed to place people in jobs or training programs.

To develop and recommend strategies and alternatives for the provision of services pursuant to stated goals and objectives.

To liaison between data processing and local employment service offices incorporating the use of computer systems in day-to-day functions; to implement and supervise the installation and operation of on-line computer systems in local employment service offices.

To liaison between United States Department of Labor (USDOL) field service representatives and local offices for the purpose of securing data, validating reports and making studies to be used by management for monitoring and evaluating the effectiveness of various employment service programs.

To prepare written technical reports on operations and to make recommendations for improvements.

To develop and conduct training programs to insure maximum efficiency of staff and quality of service to clients and employers.

To prepare informational and instructional manuals and other materials for use in the administration of special employment service programs statewide.

To review local employment service records to monitor and evaluate compliance with laws and policies.

To represent the Department at judicial proceedings requiring employment service representation.

To coordinate with federal agencies and employers to verify the accuracy of records used to determine eligibility for programs such as the Job Training Partnership Act (JTPA) and the Targeted Job Tax Credit (TJTC) programs.

To coordinate with the National Job Bank (NJB) staff and with Federal Contractor Job Listing (FCJL) staff in the compilation and verification of reports and data.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the functions and objectives of the state employment service program; a working knowledge of the regulations and policies applied to special employment and service programs; a working knowledge of computerized office systems; the ability to plan, develop and install special statewide employment service programs; the ability to evaluate the effectiveness of the application of methods, procedures and techniques of special statewide employment service programs; the ability to prepare written reports and recommendations for the improvement of methods, procedures and techniques for effective utilization of personnel, and for the training and retraining of staff; the ability to instruct others in the installation and/or revision or termination of similar service programs; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business, public or personnel administration; and

Experience: Such as may have been gained through: considerable employment in a position responsible for providing a variety of employment services and special programs to develop employment opportunities for special needs groups.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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